



Fundraising and Events Officer

Role Description and Person Specification

About Pain Concern:

Pain Concern is a charity providing information and support to people with pain and those who care for them, whether family, friends or healthcare professionals. Visit our [website](#) to find out more about what we do, including our [Airing Pain](#) radio programme, [Pain Matters](#) magazine, information helpline, community pain education sessions and our research and campaigning work.

All pain is unpleasant, but for the 7.8 million people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results

Purpose of Volunteer Role

Pain Concern could not exist without our volunteers. We are looking for someone with an interest in chronic pain to help raise funds for Pain Concern by coordinating fundraising events.

What would you be doing:

- Maintain communications those fundraising in aid of Pain Concern and provide support
- With support from the Fundraising Team, Fundraising Steering Group and your fellow volunteers, help to plan and deliver events and activities to raise funds and awareness
- Send out fundraising packs
- Liaise with Media Team for publicising fundraisers and events
- Maintain a list of fundraising opportunities such as walks and marathons
- Help develop and maintain the fundraising section of Pain Concern's website
- Research opportunities to promote community fundraising
- Develop links with local businesses
- Research and organise local fundraising events

- Recruit community fundraisers to support events in their area
- Attend events organised by our fundraisers as the 'face' of Pain Concern
- Maintain a database of contact and other ad hoc admin support for the team as required

Is this role right for me:

We are looking for an individual who possesses some or all of the below experiences, skills and qualities.

- Budgeting
- Ability to meet deadlines
- Good communication and interpersonal skills
- Experience in event management
- Interest in chronic pain
- Ability to work flexibly with enthusiasm and commitment
- Strong IT skills and knowledge of MS Office

Availability and location

Minimum commitment of 6 months.

Minimum 2-3 hours per week.

Hybrid volunteering from our office at Newcraighall Road, Edinburgh EH15 3HS or from your own location.

Benefits to you:

- Experience volunteering as part of a friendly team
- Meet new people
- Build on your employability skills
- Training and a dedicated volunteer line manager looking after you
- A job reference after 6 months of volunteering.
- Satisfaction of giving a valuable service to the community
- On-site car parking
- Reasonable travel expenses will be reimbursed in accordance with our Volunteer Policy

How do I apply:

Download and complete an application form our website at

<https://painconcern.org.uk/volunteer-for-pain-concern/>

For more information please contact hr@painconcern.org.uk